Harris County
Community Services Department
PY2016 Request for Proposals

CDBG Public Services Application Review
June 24, 2015

Agenda

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              │    Welcome and      │
              │    Introductions    │
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       ┌─────────────────────────────────────┐
       │     Understanding Harris County     │
       └─────────────────────────────────────┘


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│  Project  │ ─▶ │Application │ ─▶ │ Tips  │ ─▶ │ Questions │
│Compliance │    │  Review    │    │       │    │   and     │
│           │    │            │    │       │    │  Answers  │
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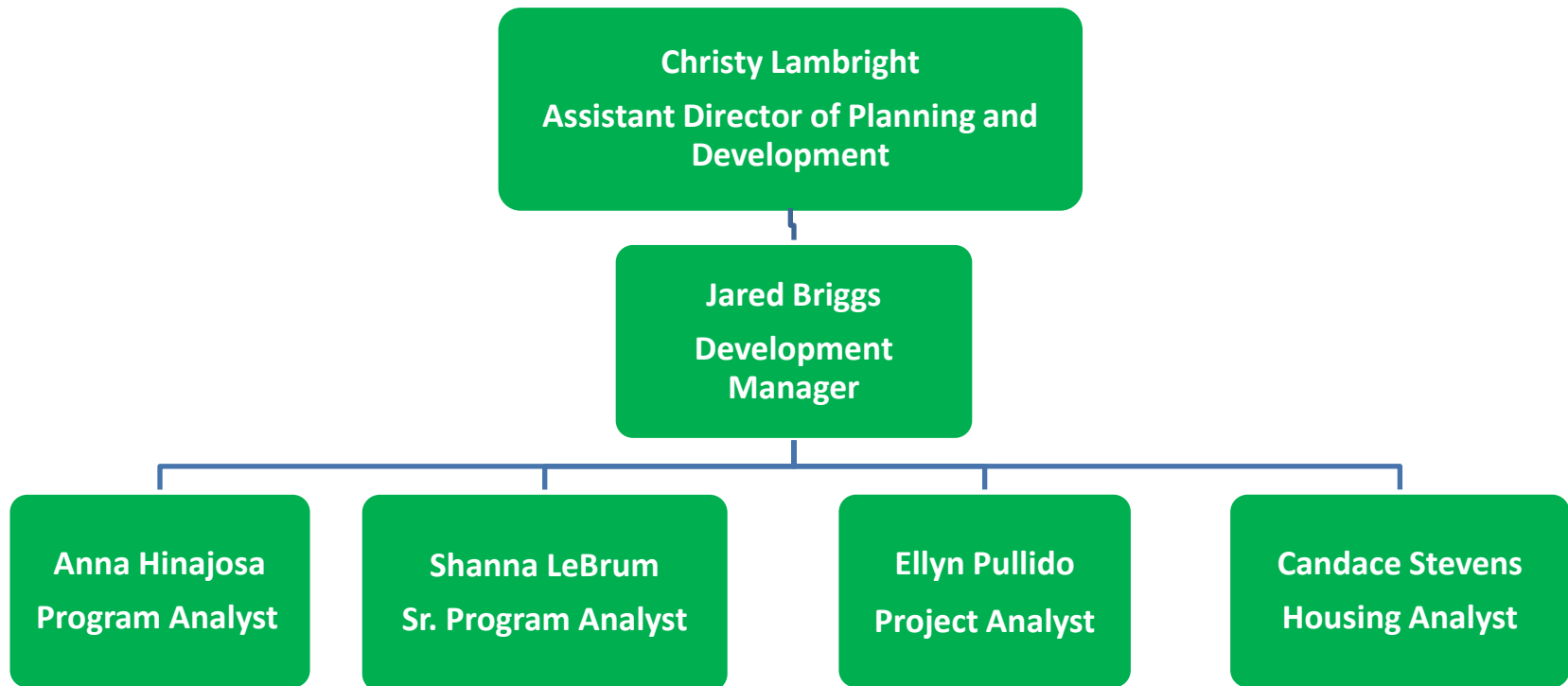
Welcome and Introductions

David B. Turkel, Executive Director

Divisions of Community Services Department

- ➢ Housing and Community Development - Daphne Lemelle, Community Development Director
- ➢ Economic Development, Transit and Social Services
- ➢ Financial and Administrative Services

Christy Lambright

Assistant Director of Planning and Development

Jared Briggs

Development Manager

Anna Hinajosa	Shanna LeBrum	Ellyn Pullido	Candace Stevens
Program Analyst	Sr. Program Analyst	Project Analyst	Housing Analyst

Service Area

Unincorporated Harris County and its 12 cooperative cities*

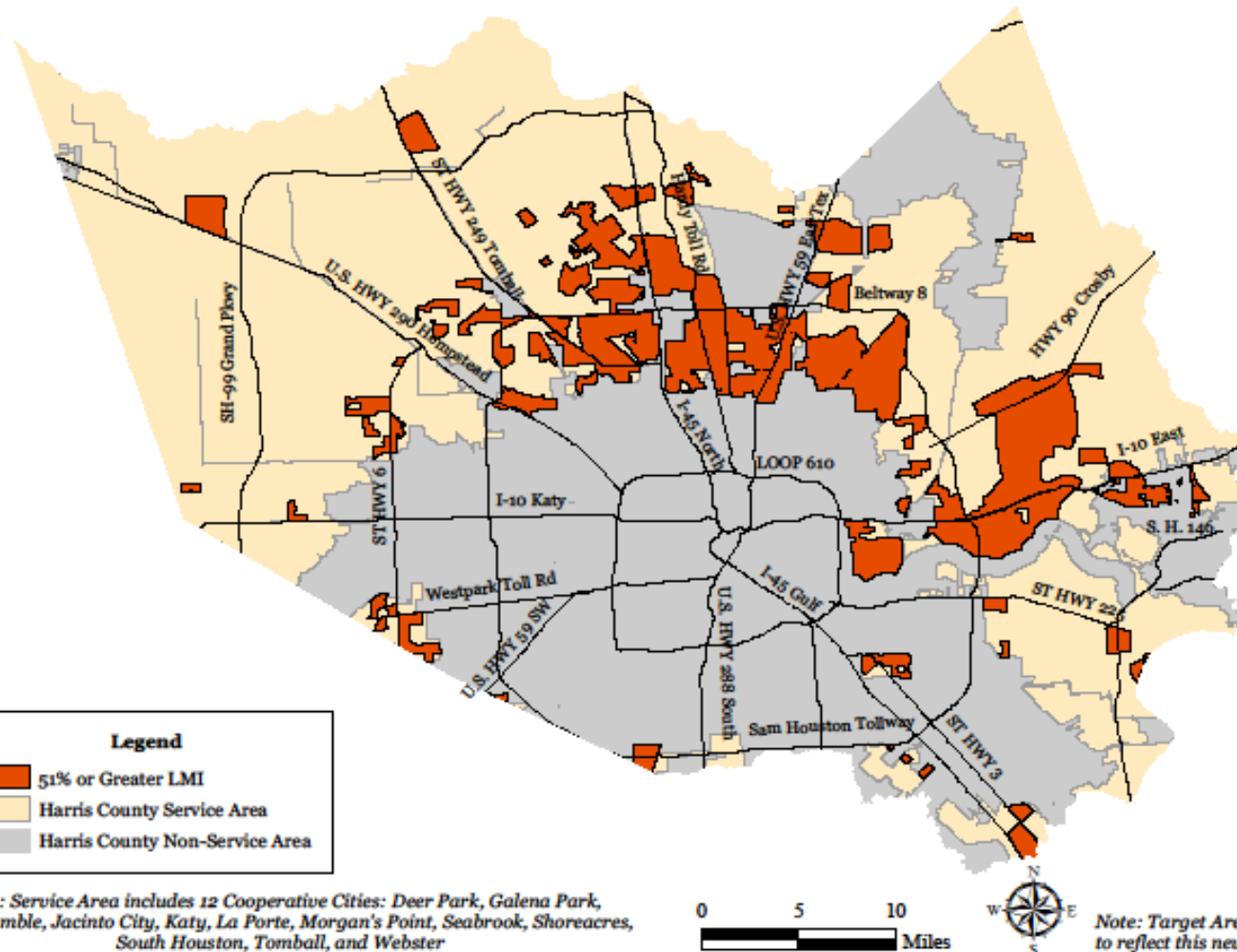|					
Deer Park	Galena Park	Humble	Jacinto City	Katy	LaPorte
Morgan's Point	Seabrook	Shoreacres	South Houston	Tomball	Webster

Houston, Baytown and Pasadena receive their own entitlement funds
and are not included in the Harris County service area.

Projects serving homeless are not restricted by service area.

Harris County
Community Services Department
Service Area & Low-to-Moderate Income Benefit Areas

ST HWY 249 Tomball

U.S. HWY 290 Hempstead

SH-99 Grand Pkwy

Hardy Toll Rd

U.S. HWY 59 East Tex

Beltway 8

HWY 90 Crosby

I-45 North

LOOP 610

I-10 East

ST HWY 6

I-10 Katy

S. H. 146

Westpark Toll Rd

I-45 Gulf

ST HWY 22

U.S. HWY 59 SW

U.S. HWY 288 South

Sam Houston Tollway

ST HWY 3

Legend

- 51% or Greater LMI
- Harris County Service Area
- Harris County Non-Service Area

Note: Service Area includes 12 Cooperative Cities: Deer Park, Galena Park, Humble, Jacinto City, Katy, La Porte, Morgan's Point, Seabrook, Shoreacres, South Houston, Tomball, and Webster

0   5   10
Miles

N
W   E
S

Note: Target Areas are being revised to reflect this new data during Fall, 2014.

Understanding Harris County

Department of Housing and Urban Development

- http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr570_main_02.tpl

HCCSD Website

- www.csd.hctx.net

Funding Guideline

- http://www.csd.hctx.net/rfq.aspx
- Provides program specific information

Consolidated Plan

- http://www.csd.hctx.net/PYConsolidatedPlan.aspx
- Outlines Harris County's goals and objectives for serving the community

Annual Action Plan

- http://www.csd.hctx.net/pr_annualactionplan.aspx
- Lists all projects funded for each entitlement year

PY2015 Entitlement Funding

HOME
$2,717,525
17%

ESG
$1,055,755
7%

CDBG
$11,932,841
76%
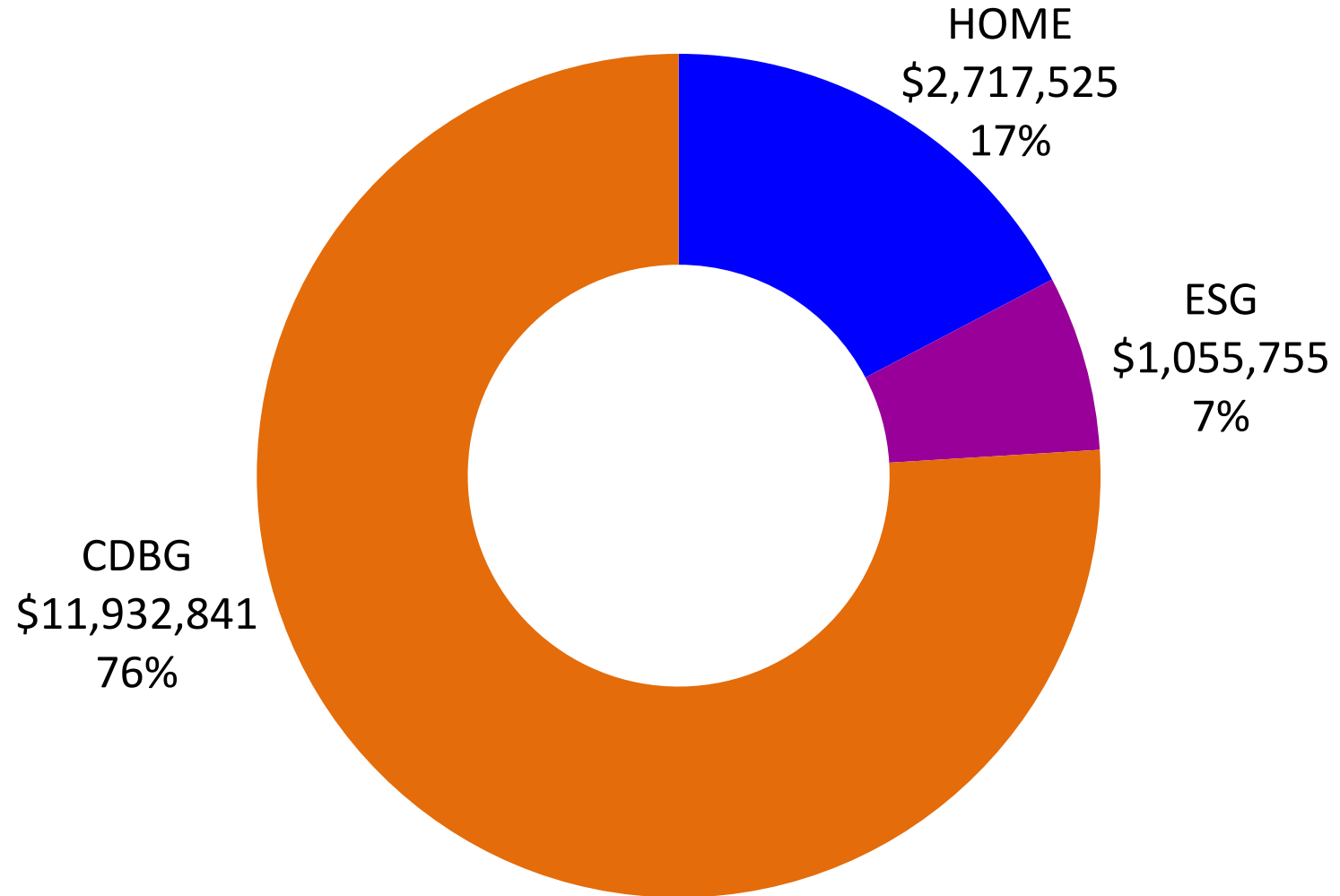
Understanding Harris County

Proposed PY2016 Entitlement Funding and Activity Type		Mandated CAP
Community Development Block Grant Program		
Public Service Projects	**$875,343**	**15 percent**
General Activities *Already Allocated**	$4,257,915	
General Activities (Funded in this RFP will include prior year funds)	$3,000,000	
HCCSD Administration	$2,386,568	

Funds already conditionally committed

PY2016 Funding Categories

➢ Public Service funds will be allocated among four priority areas

- – Homelessness: 35%

- – Children and Youth: 20%

- – Seniors and Disabled: 35%

- – Employment Services: 10%

Fair Housing

The Fair Housing Act of 1968, federal law governing housing discrimination was passed and signed into law on April 11, 1968. HUD regulation requires equal access to housing in all HUD funded programs. The Fair Housing Act prohibits the discrimination in the sale or rental of housing, the financing of housing or the provision of brokerage services against any person including the following protected classes:

Race, Color, Religion, National Origin, Sex, Disability (mental and physical), Familial Status (presence of children under 18 in the home)

Equal Access to Housing Final Rule

The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity rule became effective March 5, 2012 through HUD's Office of Fair Housing and Equal Opportunity (FHEO).

This rule applies to all McKinney-Vento-funded housing programs, as well as to other housing assisted or insured by HUD. The rule prohibits discrimination based on:

- ➤ person's marital status,
- ➤ sexual orientation, or
- ➤ gender identity

Homeless Requirements

Any CDBG Public Service project that serves homeless individuals must adhere to all ESG standards, documentation requirements and meet the definition of Literally Homeless.

Interim Regulations

Please review the interim regulations for Emergency Solutions Grants published on the Federal Register by HUD on December 5, 2011.   Additional   information   can   be   found   at https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf.

Note: On June 3, 2015, HUD issued the Notice of Emergency Solutions Grants (ESG) Program: Solicitation of Comment on Specific Issues. HUD is accepting public comment on certain limited provisions of the ESG Interim Rule through August 3, 2015. Additional information can be found at https://www.hudexchange.info/resource/4490/esg-program-solicitation-of-comment-on-specific-issues/

Homeless Categories

Written Standards

All applicants are expected to adhere to the Harris County standards of service for Emergency Solutions Grants as submitted to HUD in April 2015. Applicants are expected to review and align programs with the standards, available at http://www.csd.hctx.net/rfq.aspx. Harris County, as a member of The Way Home Continuum of Care (CoC), has updated its standards to be in alignment with the priorities set forth in The Way Home CoC's Annual Action Plan and standards of service. These standards are subject to change and agencies should be aware of any modifications made to the standards during the RFP process.

Homeless Management Information System (HMIS)

CSD requires Subrecipients that provide services to homeless persons with County funds to participate in the Homeless Management Information System (HMIS) administered by the Coalition for the Homeless of Houston/Harris County (CFTH).

➤ *If the Subrecipient is a victim services provider, it may use a comparable database*

To participate in HMIS:

➤ Inform the CFTH of your grant name, type of funding, the operating year, and list of services funded through the grant
➤ Sign up and receive training
➤ Input information on clients and services provided into ClientTrack

The following HMIS reports must be submitted monthly:

➤ Clients Served with Details
➤ Clients in Programs
➤ Client Summary Report

Contact CFTH staff at 713-739-7514 or their website www.homelesshouston.org for assistance.

Grants Management

➢ Subrecipients <u>must</u> maintain source documentation to evidence household income as well as eligibility under the "Presumed Benefit" categories in accordance with 24 CFR 570.506 (b)(1)(3)(i)

   Individual Eligibility Form (IEF) required for all persons served.

➢ Documentation in client files must support literally homeless definition

➢ Agreement with Harris County is drafted based on the information provided by the applicant in the submitted RFP application

➢ Monthly reports are required to be submitted and should include project status, client data, tally sheet, individual eligibility forms and employee data (HMIS report if applicable)

➢ Grants Management staff will conduct monitoring for all projects

➢ A subrecipient orientation will be offered post-award

Application Review

Organize Your Case

➤ Project Scope and 4 categories of services being funded?

➤ How *unique* are you?

➤ Service area or Homeless?

➤ Experience of Organizational Staff?

Organize Your Case

- Application Information (Exhibit A)   5 pts
- Project Information (Exhibit B)   38 pts
- Organizational Information (Exhibit C)   29 pts
- *Homeless Services Projects (Exhibit D)*   *10 pts**
- Project Budget Information (Exhibit E)   28 pts

Maximum Points Available   **100 pts**

Homeless Services Projects Maximum   **110 pts***

What's **Important**

➤ Focus on Harris County Residents and HUD experience

➤ HCCSD leverage requirement of 20%

➤ Electronic submittal of RFP should be tabbed PDF document including all attachments *(disc or USB memory stick)*

Leveraging

"Leveraged" funds are simply a financial commitment toward the costs of a project from a source other than the granting organization. Leveraging can be achieved by a commitment from the subrecipient or through various partnerships.

- Leveraged funds/resources must be identified, tracked and verifiable
- May come from Federal and Non-Federal sources
- May be in the form of cash or in-kind resources

Tips

➤ Read the application several times, including the guidebook.

➤ Don't wait until the last minute to begin completing/compiling information.

➤ Double check numbers for accuracy (ex: contact numbers, DUNS, total project amount).

➤ Make sure budget is consistent and not overstated with proposed activity and grant term.

➤ Answer all questions and attach all requested documentation; do not include extra information. Stick to HCCSD's application guidelines!

➤ Before you apply, clear any: tax issues, audit findings, and negative publicity.

Questions & Answers

Technical Assistance Days:

June 29 through July 1
July 6 and July 7,2015
(By Appointment Only at rfp@csd.hctx.net, please include program you are applying to)

Last day for assistance from HCCSD staff:

July 7th , 2015

RFP Deadline:

July 13, 2015 at 2 p.m.

1001 Preston, Suite 670 (6th Floor)

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